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10 April 1958

PROCEDURAL MEMORANDUM FOR ALL BRANCHES, HTAUTOMAT

SUBJECT: Procedures Governing the Establishment,
Assignment, Progress Reporting and
Final Disposition of HTAUTOMAT Projects

I. Initiation of Requirements

All requirements for substantive information reports or services to be provided by HTAUTOMAT will be received by the Support Staff. Requirements may be initiated and forwarded to Support Staff by:

- (1) Other offices and divisions of CIA
- (2) Other agencies
- (3) By the Office of the Chief or branches
of HTAUTOMAT

Requirements may be submitted to the Support Staff either in writing or verbally. Those received from offices within CIA are normally submitted on the standard requirement form.

II. Establishment of a Project

Upon receipt of a requirement the Support Staff, in consultation with the appropriate Branches, will evaluate the requirement in terms of the HTAUTOMAT capability of providing the information or services required; will approve or disapprove it; and will assign a priority to it if warranted.

When approved, an HTAUTOMAT project number will be given to the requirement by the Support Staff.

No substantive work will be undertaken by a Branch of HTAUTOMAT for any organization outside the Branch itself unless it has either been coordinated with the Support Staff or an HTAUTOMAT project number has been assigned to it.

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III. Assignment of Projects

A project is assigned by the Support Staff to a Branch by initially providing the Branch with a copy of the standard requirement form to which a project number and date of assignment have been affixed. Projects requiring collateral material will be prepared for assignment as described below.

IV. Preparation of Collateral Materials for Projects

A. Projects requiring information of specific sites or installations

Step 1:

Support Staff will provide the Information Branch of OCR with a copy of the original requirement with the current date stamped in the "T Selector" space. Information Branch will complete the Target Location search within one working day of that date and will provide the Support Staff with a selected small scale map (1:100,000 or smaller) and a large scale map or mosaic (1:25,000-1:100,000) along with such other information needed to locate the installation.

Step 2:

Collateral information will be ordered from the Information Branch and comparative aerial photographic coverage, photo intelligence reports and ground photos will be ordered by the Support Staff.

Step 3:

The Support Staff will assign the project to the proper Branch so that their work may be initiated.

Step 4:

(a) When the collateral material is received by the Information Branch, they will contact the PI analyst assigned to the project through his Branch Chief, and will allow him to select the portion of the collateral which he considers relevant.

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(b) Comparative aerial and ground photography will be provided to the Branch assigned the project by Support Staff as soon as it is available. This photography will be listed in the "Photo Support Data" section of the standard requirement form.

Step 5:

Any maps, collateral information or comparative photographic coverage needed by the PI analyst, after the initial research phase described above has been completed, will be requested by the analyst from the following:

- | | |
|--|--------------|
| (1) Maps - Central Reference & Procurement Section, OCR [redacted]
Room 711, [redacted] | 25X1
25X1 |
| (2) Collateral - Information Branch,
OCR [redacted] Room 514F, Ext.
[redacted] | 25X1
25X1 |
| (3) Photography - Support Staff. D/GP
[redacted] | 25X1 |

NOTE: All or parts of Steps 1, 3 and 5 may be waived for any particular project at the discretion of the Support Staff if it can be determined that the assigned Branch already is in possession of materials needed for the project.

B. Projects involving extensive geographic areas or numerous installations

Step 1:

Support Staff will determine the current photographic coverage available over the area and will obtain select small-scale map coverage of the area. These will be listed on the original of the standard requirement form.

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Step 2:

Support Staff will assign the project immediately to the proper Branch.

The PI analyst will request maps, collateral information and comparative photographic coverage of specific installations or sites as he encounters them in his study. He will request these materials from the following:

- (1) Maps - Central Reference & Procurement Section, OCR
- (2) Collateral Information - Information Branch, OCR
- (3) Photography - Support Staff, D/GP

V. Progress Reporting

A bi-weekly status reporting form will be prepared by the Support Staff and will be circulated to each Branch on approximately the 15th and 30th of each month. The form will list all projects currently in progress in the Division. Each Branch will enter the required information for all of its assigned projects and for all other projects it is supporting.

The Branches will complete their entries and return the form to the Support Staff within one working day. The Support Staff will assemble the reports from the several Branches into a consolidated report and will provide each Branch with a copy within one working day of the receipt of all the Branch forms. The last bi-weekly report for each month will replace all monthly reporting of project status formerly required from the Branches. This report will also be distributed on a monthly basis to the offices which most frequently place requirements on HTAUTOMAT.

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VI. Disposition of Projects

Projects will be completed by the Branches in one of the following ways:

A. Preparation of a Formal HTAUTOMAT Report, Memorandum or Brief

When completed by a Branch such projects will be forwarded to the Support Staff in manuscript form in accordance with current instructions. Support Staff will: edit the report, prepare the final copy and coordinate it with the appropriate Branch. It will then forward the report to OCR with instructions for reproduction and distribution.

B. Presentation of an Informal Report

Projects will be completed by informal reports only when it has been determined either that the initiating requirement cannot be answered by photo intelligence or that the requirement does not warrant a formal report for its fulfillment.

Informal reports may be transmitted to the requester either in writing or verbally. Written informal reports will be sent directly to the requester by the Branch in the form of a letter or office memorandum. Two copies will be sent to the requester and a third copy will be forwarded to the Support Staff.

Verbal informal reports will be handled in either of the following ways:

- (1) The Branch will transmit the information directly to the requester and will forward an office memorandum or note to the Support Staff giving a brief summary of the action taken and the information provided.
- (2) The Branch may provide the Support Staff with an office memorandum as stated above and request Support Staff to transmit the information through normal liaison channels.

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Special projects required by HTAUTOMAT such as: research and development studies; preparation of briefing aids or other graphics; and similar projects may be completed in a manner considered most appropriate by the Branch chief. All reporting of the progress of these projects by the Branches to the Support Staff after their assignment will be by means of the bi-weekly report form.

VII. Responsibility

The Chief of the Branch assigned a project is responsible for the project and for coordinating all work rendered on it from the time it is assigned until it is completed in one of the forms prescribed in section 6 above. This includes support work which is rendered on the project by another Branch.



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ARTHUR C. LUNDAHL
Chief, HTAUTOMAT

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